



DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2013
OA 1080 MICROSOFT WORD CORE LEVEL III – 3 (0-0-5)

INSTRUCTOR:	Garth Finlay	PHONE:	780.539.2988
OFFICE:	E309	TEXT	780.897.0306
OFFICE HOURS:	Monday, Wednesday 10:00 – 11:20 or by appointment	E-MAIL:	gfinlay@gprc.ab.ca

PREREQUISITE(S)/COREQUISITE:

OA 1070 Or equivalent

REQUIRED TEXT/RESOURCE MATERIALS:

Microsoft Word 2010 Signature Series, Rutkosky, Nita St.Paul, MN. Paradigm Publishing Inc.

Department of Office Administration Production Exercise Booklet

Department of Office Administration Formatting Guide

1 USB drive

3 File Folders

CALENDAR DESCRIPTION:

This course focuses on core to expert level word processing skills necessary for the production of professional business documents including letters, memos, tables, reports and manuscripts. Emphasis is on the use of Word. Students will complete Word core skill sets and move to expert Word skill sets.

CREDIT/CONTACT HOURS:

3 credits/75 contact hours

DELIVERY MODE(S):

Lab/Lecture

OBJECTIVES:

The student will be able to:

- Apply the software program to produce expert level office documents in accordance with business standards and within acceptable time limits.
- Resolve unexpected problems arising from the use of computer hardware and software independently.
- Use advanced document formatting to format letters, memos, business forms, table newsletters, reports, legal documents, itineraries, news releases and other business documents.

GRADING CRITERIA:

Chapter Assignments	10%	Chapter Quizzes	10%
Production Documents	10%	Job Success Skills	10%
Midterm	20%	MOS Practice Test (Mandatory)	10%
Final OR MOS Test	30%		

JOB SUCCESS SKILLS

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks each occurrence.

Social networking and cell phone use during class time are not examples of successful job skills and will result in a loss of marks in this area each occurrence.

LATE ASSIGNMENTS

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. Any late assignment will receive an automatic deduction of 25% plus 10% for each day it is late. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the original deadline** and a new deadline will be arranged for this exception only.

****Each assignment must be completed and submitted in order to pass the course. Any missed assignments must be made up before the end of the course.****

RETURNING ASSIGNMENTS

Each assignment will be returned in class one time only. If you are not present when assignments are returned you must pick them up on your own time in E309. Any unclaimed assignments will receive a grade of 0% at the end of the semester.

Final grades will be assigned on the Letter Grading System.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Activity	Assignment
January 7 – 11	Chapter 16 Merging Documents	Assessments 1-5 <u>Due Jan. 14</u>
14 – 18	Chapter 17 Sorting and Selecting	Assessments 1-4 (Use Avery 5160 Labels) Production Book Merging Docs 1-3 <u>Due Jan. 21</u>
21 – 25	Chapter 18 Managing Lists	Assessments 1-3 Production Book Merging Docs 4-6 <u>Due Jan. 24</u> Ch. 16-18 Production Quiz
28 – February 1	Chapter 19 Managing Page Numbers, Headers, and Footers	Assessments 1-4 Production Book Memos 7, 8, 13 <u>Due Feb. 4</u>
February 4 – 8	Chapter 20 Managing Shared Documents	Assessments 1-4 Production Book Memos 15-17 <u>Due Feb. 7</u> Ch. 16-20 Production Quiz
11 – 15	Midterm	
18 – 22	Reading week. No classes.	
25 – March 1	Chapter 21 Inserting and Customizing Quick Parts Chapter 22 Customizing AutoCorrect and Word Options	Ch.21 Assessments 1-2 (Call Garth over to observe your Quick Parts) Ch.22 Assessments 1-3(Call Garth over to observe your Auto Correct Options and changes to your Toolbar and Ribbon) Production Book Merging Docs 7-8 <u>Due Mar. 4</u>

Week	Activity	Assignment
March 4 – 8	Chapter 23 Customizing Themes Chapter 24 Creating and Managing Styles	Ch.23 Assessments 1-2 (Call Garth over to observe your Themes) Ch.24 Assessments 1-4 (Call Garth over to observe your Styles) Production Book Memos 18-19 <u>Due Mar. 11</u>
11 – 15	Chapter 25 Protecting and Preparing Documents	Assessments 1-3 (Call Garth over to observe your Protection and Inspection) <u>Due Mar. 14</u> Ch. 16-25 Production Quiz
18 – 22	Chapter 26 Inserting, Endnotes, Footnotes, and References Chapter 27 Creating Indexes	Ch.26 Assessments 1-3 Ch.27 Assessments 1-2 Production Book Letters 5, 7 <u>Due Mar. 25</u>
25 – 29	Chapter 28 Creating Specialized Tables	Assessments 1,3,4,5 Production Book Memos 21-22 <u>Due Mar. 28</u> Ch. 16-28 Production Quiz
April 1 – 5	Chapter 29 Creating Forms Chapter 30 Using Outline View and Formatting with Macros	Ch.29 Assessments 1-4 Ch.30 Assessments 1-5 (Call Garth over to observe your macros when they are running) Production Book Merging Docs 11-12 <u>Due Apr. 4</u>
8 – 12	Final Exam	
15 - 16	Final Exam	